

**PURCHASE ORDER FOR LAW GUIDES AND MANUALS**

**General Information.** The California State Board of Equalization is offering its *Business Taxes Law Guide* (BTLG), *Property Taxes Law Guide* (PTLG), *Audit Manual*, and *Compliance Policy and Procedures Manual* for sale to the public. These are the same law guides and manuals used by Board staff.

The law guides consist of 3-ring binders with loose-leaf 6"x9" size pages. The purchase price covers the cost of binders, tabbed dividers, the basebook and the first year's subscription to the updating service. There may be multiple updates each year. Your subscription expires one year from the purchase date. Renewal notices will be sent to subscribers prior to the expiration date.

The manuals consist of 8 1/2"x 11" loose-leaf pages in 3-ring binders with tabbed dividers. There is no updating service available.

**Property Taxes Law Guides.** The PTLG contains Property Tax laws, rules, and annotations. The laws include section histories, notes, and significant court cases. The rules interpret the law for the purpose of administration and enforcement. The annotations are staff interpretations of the laws, rules, court cases and correspondence. The PTLG also contains pertinent provisions of the California Constitution, government codes that relate to property taxation, a calendar of property tax dates, and an indexed table of court cases.

**Business Taxes Law Guide.** The BTLG consists of Sales and Use Tax and various special taxes laws, regulations, and annotations. The laws include section histories, notes, and significant court cases. The regulations interpret the law for the purpose of administration and enforcement. The annotations are staff interpretations for a particular subject or situation.

**The Audit Manual.** The *Audit Manual* consists of guidelines and exhibits for auditing procedures, audit working papers, general audit procedures, penalties, and reaudit reports. There are also guidelines and exhibits for the preparation of field audit reports for motor vehicle dealers, bars, grocers, department stores, construction contractors, occasional sales, and the sale of a business.

**The Compliance Policy and Procedures Manual.** The compliance manual consists of guidelines and exhibits for procedures on compliance, registration, account maintenance, security, returns, close-outs, clearances, collections, and cashing.

**ORDER FORM**

DESCRIPTION	BINDERS, DIVIDERS AND BASEBOOK*	ONE-YEAR SUBSCRIPTION SERVICE*	PURCHASE PRICE*	QUANTITY	TOTAL
<b>Property Taxes Law Guide</b> Volumes I & II (Laws and Rules)	\$ 79.00	\$ 18.00	<b>\$ 97.00</b>		\$
<b>Property Taxes Law Guide</b> Volumes I, II, & III (Laws, Rules, and Annotations)	\$ 102.00	\$ 22.00	<b>\$ 124.00</b>		\$
<b>Business Taxes Law Guide</b> Volumes I & II (Sales and Use Taxes Laws, Regulations and Annotations)	\$ 72.00	\$ 45.00	<b>\$ 117.00</b>		\$
<b>Business Taxes Law Guide</b> Volumes III & IV (Special Taxes Laws, Regulations and Annotations)	\$ 78.00	\$ 42.00	<b>\$ 120.00</b>		\$
<b>Business Taxes Law Guide</b> Volumes I, II, III, & IV (Complete Set)	\$ 118.00	\$ 64.00	<b>\$ 182.00</b>		\$
<b>Audit Manual</b>	\$ 41.00	Not Available	<b>\$ 41.00</b>		\$
<b>Compliance Policy and Procedures Manual</b>	\$ 42.50	Not Available	<b>\$ 42.50</b>		\$
*Prices subject to change. Assembly required.				Subtotal	\$
				Sales Tax	\$
				<b>Total</b>	\$

**SHIPPING INFORMATION**

NAME OF BUSINESS		ATTENTION	
STREET ADDRESS (REQUIRED FOR DELIVERY.)			
CITY		STATE	ZIP CODE
TELEPHONE NUMBER ( )		FAX NUMBER ( )	

Payment **MUST** accompany all orders. Please send your check and a copy of this order form to: **California State Board of Equalization, Forms and Publications Section, P.O. Box 942879, Sacramento, California, 94279-0058.** If you have questions call, (916) 445-6180.